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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

December 16, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-25

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Statewide Vendor SED-4 Form Changes

The Office of State Uniform Payroll (OSUP) has revised the standard State of Louisiana Employee Payroll Deduction Authorization (SED-4) form for all approved Statewide Vendors. Additional language (see below) was added to the form above the deduction detail section to further reiterate the responsibility of the employee and the vendor as related to their Statewide Vendor payroll deductions.

The Office of State Uniform Payroll and the employing agency are **not** representatives or agents of the employee or the vendor. It is the responsibility of the **employee** to notify each vendor he/she has a payroll deduction with of address and/or name changes. It is solely the responsibility between the **employee and the vendor** to ensure that the amount of any payroll deduction is correct and is properly credited to the appropriate policy. Cancellation of a policy must be submitted by the employee in a written request to **both** the vendor **and** his/her agency's payroll office. An employee signed SED-4 stopping the deduction may be required before the deduction can be stopped in the ISIS HR payroll system. Statewide vendor deductions that are not taken due to an employee being on LWOP, not being due any wages, or not being paid enough wages to take the deduction **are the employee's responsibility** to pay directly to the vendor. Payments made outside of the payroll system are not pre-taxed. By signing this form, both the employee **and** the vendor representative acknowledge that the statements in this section have been read, are understood and are agreed upon.

All vendors must use the revised form for deductions that will start in January 2010. Please make sure that all forms submitted to your agency for deductions starting in January are on the revised (**R 01/10**) form.

If you have any questions, please contact Angel Vernon at (225) 342-5344 or Jodi Bullock at (225) 342-5345.

APH:ACV/ral